

Head of Science Department

(Including responsibility for either the Biology, Chemistry or Physics Departments)



Halliford
School
SHEPPERTON

About the role

This position offers an ambitious middle leader or experienced teacher the exciting opportunity to lead and offer strategic oversight of the Science Department at Halliford School as well as taking responsibility for their specialist scientific discipline.

Candidates will be expected to evaluate the wider Science Department and provide a strong, creative vision and offer strategic leadership of Science at Halliford School. The successful candidate will offer skill, enthusiasm and a passion for their subject which will inspire our students. They should also be inspirational leaders of the staff within their team.

The Science Department is staffed currently by three Physics Teachers, three Biology Teachers and three Chemistry Teachers, all of whom work closely together as a team. The Science Department is ably supported by two full-time science technicians. The Science Department shares an office which allows for a free exchange of resources and ideas. Each teacher has their own, well-equipped teaching laboratory with interactive LCD screen and the space to complete practical work owing to our small class sizes (maximum of 24 at GCSE, but in most cases 20). There is also a space for the Head of Science to work separately if required.

In Year 7 Students at Halliford are taught 'Science' by one teacher (across 4 x 40 minute lessons per week) before splitting the subject into separate disciplines in Year 8 (2 x 40 minutes per discipline per week). We are true to our prospectus and are academically ambitious for all our students. As such, In Year 9, all students embark on the AQA GCSE Separate Sciences Courses (Biology, Chemistry and Physics - each subject receiving 2 x 40 minute lessons per week). At the start of Year 10, however, students decide, with parental and staff input, whether to continue with 'Separate Sciences' or to switch to the AQA Combined Science: Trilogy Course. Regardless of their chosen qualification pathway, each student then receives 3 x 40 minute lesson per discipline per week until the GCSE examinations.

At A Level, Students study the AQA Biology, Chemistry and Physics Specifications and are endorsed in line with CPAC requirements for their required practical work. A level classes benefit from 8 x 40 minute lessons per week.

The Head of Science would assume responsibility for one of the three scientific departments and work alongside the Heads of the remaining two departments to ensure students at Halliford receive inspirational and caring teaching leading to excellent outcomes, enabling them to access the best and most appropriate higher education courses.

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Job description

Salary

The post holder will be paid on the appropriate point of the Halliford School Teacher's Pay Scale. We have our own pay scale, which is significantly competitive and well above the maintained sector.

Lines of Responsibility

The Head of Science is responsible to the Headmaster for the overall strategic direction of Science at the school, but, in line with all other Heads of Department, they will be responsible to the Deputy Head Academic on curriculum matters and the Deputy Head Pastoral for pastoral and operational issues.

Management Responsibilities

- Strategic oversight of the Science Department with responsibility for ensuring consistently high standards across all three Scientific disciplines.
- Overall responsibility for the promotion of Science within the life of Halliford School.
- Responsible to the Headmaster via the Deputy Head Academic for the vision, policies, and culture of their department and for establishing these within the larger framework of Halliford School and our strategic plan, particularly in relation to teaching and learning.
- Provide strong academic leadership. They should lead, manage, and develop their department and the wider Science Department to ensure it achieves the highest possible standards of excellence in all its activities enabling students to progress to the highest levels.
- Ensure students experience an educational programme that is personalised to their individual needs, identified through a robust assessment system.
- Rigorously monitor learning outcomes, standards and attainment to ensure teaching and learning is consistently excellent.
- Use school policies and procedures to monitor, evaluate and develop the outcomes for the Science Department, including observations, performance review and development, book looks and reporting.
- Take responsibility for budgeting and expenditure within the department and across the entire Science Department.
- Promote the entire Science Department to students and parents in its widest sense and liaise regularly with the Marketing and Communications Manager to provide opportunities to celebrate student success within the whole department.
- Ensure the departmental laboratories are attractive, safe, productive and inspiring environments for all learners with suitable displays of student work
- Maintain connections with those leading their subject area at university level to support student progress to further education
- Use self-evaluation to inform practice and strategic planning.
- Develop and update a Department Development Plan and Self Evaluation document annually.

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- Explicit responsibility for the Year 7 'Science' Scheme of Work and monitoring and tracking of the Year 7 students in Science
- Explicit responsibility for the progress, monitoring and tracking and outcomes of the Combined Science Trilogy students at GCSE
- Management responsibility for the support staff technicians within the Science Department
- Reporting to the Governor's health and safety committee and ensuring compliance in Science
- Assigning of sets within science and discussing the GCSE pathways with students (assisted by the Deputy Head Academic)
- Oversight of all marketing events within science, including open days and open mornings and the 11+ and 13+ taster days
- Manage the current calendar of outreach opportunities and lead on furthering Scientific Outreach.
- Lead on the provision of STEM activities within the school's exciting academic collaboration week
- Supporting scientific applications for higher education

Performance Management

- Line management responsibility for Teachers in their Department, Teachers of Year 7 Science and the support staff within Science.
- Develop their own leadership skills to ensure the confident management of the performance of the entire Science Department.
- Act as a role model for other members of staff in the pursuit of academic excellence.
- Ensure the performance of individual staff is managed appropriately and offer as much support as is needed to enable each member of the department to contribute fully and develop their skills and experience, liaising with SMT as required.
- Put in place the necessary evaluation and monitoring procedures to ensure improvement including termly book looks, moderation of marking, monitoring attendance, regular lesson observations.
- Meet with the Headmaster and Deputy Head Academic at the start of the academic year to review the performance of their department and the wider Science Department over the previous academic year and to present specific targets for the current academic year.
- Engender a culture of excellence, cooperation and respect within the department.
- Contribute to the professional review and development programme, identifying training needs and encourage departmental staff to undertake INSET and other forms of professional CPD as appropriate.

Students & Parents

- Ensure all students develop as strong learners, make good progress and ensure the appropriate use of IT within the department to allow students to use MS Go devices positively in support of their learning.
- Ensure the department adheres to the school's assessment and marking policy and students develop good learning behaviour in the classroom.
- Ensure students are taught according to their educational needs and abilities, organising appropriate

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setting and overseeing good student discipline in the department.

- Respond in a timely manner to any queries or concerns from parents and seek to keep them informed of any concerns about their child in good time.

Teaching & Learning

- Keep abreast of developments in the department's subject and take appropriate action to update the curriculum as necessary.
- Keep detailed records to show long, medium and short-term planning that establishes a culture of strong student progression.
- Take responsibility for examination specifications, schemes of work, departmental handbook, keeping such matters under constant review.
- Overseeing entry procedures according to the instructions of the Examinations Officer and should meet all the requirements of examination boards in respect of such items as non-examined assessment work and estimated grades.
- Ensure students are prepared for public examinations by monitoring the teaching of the current syllabus, providing resources and guidance to allow students to revise effectively, and communicating appropriate academic information to parents.
- Develop a stimulating and inspiring scheme of work for the subject across the year groups that seeks to develop a lifelong love of the subject.
- Maintain departmental resources and an inventory of items in the Science Department.
- Promote all three Sciences to students in Year 11 and to external students looking to join the Sixth Form and liaise with the wider community and professional bodies.
- Chair regular departmental meetings, and meetings with the Heads of Scientific Departments meetings to ensure that clear actions and development plans are discussed, recorded and implemented against the Departmental Development Plan
- Attend school on the days when public examination results are published in order to provide guidance for students and professional advice for colleagues.

Pastoral

- Undertake the duties of a form tutor within one of the school houses.
- Develop positive working relationships and lines of communication with the members of your tutor group and their parents / guardians.
- Deliver the school's PSHE programme to your tutor group with the support of the Head of PSHE.
- Ensure you deliver the very highest levels of Safeguarding and Child protection at all times.

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Co-Curricular & Whole School

- Organise and promote scientific co-curricular activities and trips and visits with the support of the Assistant Head Co-Curricular
- Take a full and active role in the co-curricular programme on offer at the School
- Organise and participate in educational visits, departmental events, School Open Days and Entrance Examination Day
- Participate weekly as a member of the staff duty team

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

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	Essential	Desirable	Primary means of assessment
Subject Delivery			
Have a good Honours Degree in either Chemistry, Biology or Physics	✓		Application Form
Evidence of qualification to teach either Chemistry, Biology or Physics to A Level	✓		Application Form
Demonstrate they have maintained an up-to-date knowledge of subject and teaching methodologies	✓		Supporting Letter / Application Form
Have a good understanding of assessment and public examinations	✓		Supporting Letter
Have Qualified Teacher Status / PGCE or be willing to undertake this qualification at the School	✓		Application Form
Have high expectations of students	✓		Interview
Be able to communicate effectively with students age 11 - 18	✓		Interview
Be able to communicate effectively with colleagues	✓		Interview
Work well as part of a small and dedicated team	✓		Interview
Have a good range of teaching strategies to foster excellence	✓		Interview
Be able to effectively use data to help students achieve their full potential		✓	Supporting Letter
Demonstrate knowledge of how to plan for effective learning with a range of teaching strategies	✓		Interview
A professional approach, which inspires confidence in students and parents	✓		Interview
Mark effectively and provide developmental feedback	✓		Interview
Excellent written and ICT skills (Microsoft Office) to gain participation and encourage learning		✓	Interview
Evidence of excellent behaviour management strategies and the ability to set a culture of high expectations for students	✓		Interview
A track record of successful student outcomes in a subject you have led	✓		Supporting Letter / Interview

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	Essential	Desirable	Primary means of assessment
Management			
Ability to lead and manage a team	✓		Interview
Ability to support and develop the work of colleagues within the department	✓		Supporting Letter
Ability to work effectively with the Senior Management Team in developing the department in line with whole-school and departmental priorities	✓		Supporting Letter / Application Form
Demonstrate a clear understanding of the importance of professional development for all members of the department	✓		
Ability to organise and coordinate a departmental assessment plan, including suitable moderation		✓	Supporting Letter / Interview
Whole School			
Evidence of a commitment to promoting the health, welfare and safeguarding of young people at all times	✓		Interview
Understanding Special Educational Needs and an ability to Implement education plans as required to enable all students to successfully access the curriculum		✓	Supporting Letter / Interview
The ability to deal effectively and sensitively with the needs of parents / guardians	✓		Interview
A commitment and willingness to engage in the wider co-curricular life of the school	✓		Supporting Letter / Interview
A positive motivation to work with young people	✓		Interview
Emotional resilience and a good sense of humour	✓		Interview

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